



FORMAL COMPLAINT
CENTRAL SERVICES DIVISION
SFN 53012 (09-2001)

Central Services Division
State Capitol J Wing Bsmt.
600 E. Boulevard Dept. 118
Bismarck, ND 58505-0420
(701) 328-2772
Fax: (701) 328-2778

Indicate which service you have a complaint with by checking one of the boxes below. This form is to be used to report all complaints about office products, printed materials, or services provided by one of our service operations. It is important to provide a written complaint to allow for appropriate follow up and provide a documented record to correct problems.

☐ Central Duplicating ☐ Central Supply ☐ State Procurement ☐ Surplus Property

| | | |
|--------------------|--|----------------------------------|
| Date of Complaint: | Purchase Order/Requisition Number: (If Applicable) | Purchase Order/Requisition Date: |
|--------------------|--|----------------------------------|

Explain the complaint in detail. Be specific.

| | | | |
|---|-------|-------------------|-----------|
| Name of Person Reporting the Complaint: | | Signature: | |
| Agency Name: | | Telephone Number: | |
| Agency Address: | City: | State: | Zip Code: |

FOR USE BY CSD ONLY

| | |
|--|-------|
| Action Taken: | |
| <input type="checkbox"/> Agency notified as to resolution. | |
| By: | Date: |

DISTRIBUTION:
White, Canary - CSD
Pink - Agency